

## STATE OF ILLINOIS ASSESSMENT CENTERS

### **CHAMPAIGN** (by appointment only)

Central Management Services  
State Regional Office Building  
2125 South First Street  
Champaign, Illinois 61820  
Phone: 217-278-3435  
Illinois Relay Center:  
800-526-0844

### **ROCKFORD** (by appointment only)

Central Management Services  
E. J. "Zeke" Giorgi Center  
200 South Wyman Street  
Rockford, Illinois 61101  
Phone: 815-987-7004  
Illinois Relay Center:  
800-526-0844

### **MARION** (by appointment only)

Central Management Services  
State Regional Office Building  
2309 West Main Street, Suite 126  
Marion, Illinois 62959  
Phone: 618-993-7005  
Illinois Relay Center:  
800-526-0844

### **CHICAGO**

Central Management Services  
James R. Thompson Center - Suite 3-300  
100 W. Randolph Street  
Chicago, Illinois 60601  
Phone: 312-793-3565  
Illinois Relay Center:  
800-526-0844

### **SPRINGFIELD**

Central Management Services  
Capital City Center  
130 West Mason Street  
Springfield, IL 62702  
Phone: 217-557-6885  
Illinois Relay Center:  
800-526-0844

**Walk in test centers are located in Springfield and Chicago. Office hours are Monday-Friday 8 a.m. – 4:30 p.m.**

Chicago and Springfield multiple choice examination testing is held Monday, Tuesday, Wednesday and Thursday. Check in time for clerical and non-clerical tests is anytime between 8 a.m. and 1:30 p.m. in Chicago and 8 a.m. and 2:00 p.m. in Springfield. Exceptions: You must arrive and be ready to test no later than 12:30 p.m. for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Assistant, HR Associate, Insurance Analyst II, Revenue Tax Specialist Trainee, Social Services Career Trainee, Telecommunicator Trainee and Dictation exams.

**IDENTIFICATION IS REQUIRED AT THE TIME OF TESTING AT ALL ASSESSMENT CENTERS.**

**Visit our website for more information at <http://work.illinois.gov>  
or for general information regarding testing and career counseling contact  
CMS Examining and Counseling Division, Room 500 Stratton Building, Springfield, IL 62706  
(217) 782-7100 (voice) Illinois Relay Center (800) 526-0844**

**Career Services** Career counselors are available at all of the assessment center locations by appointment only. A completed CMS application is required at the time of the appointment for review by the counselor. After reviewing your completed application and discussing your education and work experiences, the counselor will recommend job titles and provide descriptions of the job requirements. Call in advance to make an appointment. Phone numbers are listed above for the specific locations.

**Testing Information** There are approximately 950 position titles used by the state agencies under the jurisdiction of the Governor. To be considered as an eligible applicant for one of these titles, the applicant must participate in either an automated multiple-choice test (AT); or submit the application for a review of the training and experience (TX) listed on the application. A grade is given for each of these exam types. The position titles are separated into Group A and Group B.

**Group A** - titles are tested for continuously. The Group A titles requiring an automated multiple-choice exam (AT) are administered at any of the assessment centers listed above. The Group A titles requiring review of the applicant's training and experience (TX) should be sent to CMS, Examining and Counseling Division, Room 500 Stratton Office Building, Springfield, IL, 62706, for grading.

**Group B** - titles are closed exams. Send applications for **any** Group B title to CMS, Examining and Counseling Division, Room 500 Stratton Office Building, Springfield, IL, 62706. Applications for a Group B closed exam will be maintained until an agency requests that the test be administered or for a maximum of one year.

- Information on the position titles may be obtained from any Assessment Center or by viewing the Web site.
- **NOTE:** A separate application is usually required for each title and option for which you test. Some exceptions: You may use one application to apply for a (TX) grade for all selected options for each title for the Information Services Specialist (ISS) and the Information Systems Analyst (ISA).
- Many AT tests in the same series require only one application. Check with any assessment center for details.

**Veterans Preference** is awarded to veterans after CMS receives appropriate documentation and verifies eligibility. For more information contact the Veterans Outreach Office at 800-643-8138; Illinois Relay Center 800-526-0844.

**Highway Maintainer Examination** requires the possession of a valid commercial drivers license, Class "A," with endorsements of "N" (Tankers) or "X" (Tankers with hazardous materials) and non-restrictive air brakes, before an applicant can participate in the examination.

**Automotive Mechanic Examination (All Options) and Maintenance Equipment Operator Examination** require the possession of a valid Class "A" or "B" commercial drivers license before an applicant can participate in the examination.

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If you are an individual with a disability and need accommodated testing assistance, please contact the Disabled Workers Program in Springfield at (217) 524-7514 (voice) or the Illinois Relay Center at (800) 526-0844 before the date of the test.